



## **NURSING: THE JOB SEARCH**

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### **Nursing graduates who have successfully secured employment within 3 months of graduation (or before):**

- **Start their job search planning/activities EARLY** in their program at IHP.
- **Have a clinical rotation, part time position or volunteer within their target organization**, for example in “partners” so that they are considered “internal” applicant when applying after graduation. A “TA” position is great!
- **Usually have some paid or volunteer healthcare experience** either as EMT, NA, CNA, or PCA, RN (for NP’s) – or some kind of paid position within a hospital/medical/pharmacy setting. Even 9 months as a C.N.A. (or RN) at a Nursing Home, Prison, School, Camp - can do wonders when applying to hospitals!
- **Work just as hard** at looking for a job as studying for their NCLEX.
- **Have a professional and polished resume** (and personalized cover letters) that demonstrate RELEVANT value and is designed for both human eyes and computer scanners that screen resumes.
- **Get at the hiring manager or internal recruiters** before jobs are even posted, or VERY soon after applying.
- **Have great interview skills** - are PRACTICED and PREPARED. They have requested video-taped mock interviews with the career counselor.
- **Are effective networkers** – create opportunities by asking colleagues, professors, friends, and family for referrals and “informational interviews.” They see the “possibility” in each new introduction, and realize they are only 1 or 2 people away from a job offer!
- **Utilize social media** to expand their network of influence. Use Facebook and LinkedIn tools to identify the “right” people in their desired target companies.
- **Secure great references /recommendations** and demonstrate **effective “follow-up”** to keep their advocates/mentors in the loop regarding their job search.
- **Treat all student clinical placements like interviews**, establishes alliances, make oneself memorable, be gracious and keep in touch.
- **Establish a “70-30” game plan:** since more than 70% of jobs are never published (or are published too late for outside applicants) more than anything else, this is a PEOPLE SEARCH and therefore 70% of time and energy is spent on PEOPLE while 30% on the traditional online job applications.
- **Create a 3 months job search plan before graduation:** (Month 1) Resume/cover letter and Job search strategy (networking 70%) + online 30%), (Month 2) Interview prep., (Month 3) Job Search plan activation.

## A comprehensive Job Search includes....

\* **Internet:** setting up email job alerts from job boards like indeed.com; saving company career pages in favorites/bookmarks; posting resume on job boards like CareerBuilder, indeed, and monster; doing targeted “advanced searches” on large aggregate websites like Indeed.com, SimplyHired.com, on local sites like craigslist, and on healthcare sites like healthcaresource.com.

\* **A Networking plan**.....utilizing social media like LinkedIn, Facebook, local meet-up groups, healthcare fairs/events, association meetings - and asking for referrals and informational interviews. Starting with one’s “inner circle” and branching out. See webinar at [bit.ly/1nGu24q](http://bit.ly/1nGu24q)

\* **Align job search with company’s recruiting process** – since companies often hire from within or through good referrals FIRST, consider part time, per diem, volunteer work at your top companies.

\* **Investigating some effective healthcare recruiters** who may be able to help put you in a Per Diem, Part time or Temp role toward become permanent.

\* **Creating a list of companies** for whom you’d like to work, and thinking through a systematic approach for reaching out to people within those organizations for “informational interviews” and referral meetings.

\* **Making phone calls** to employers and asking directly about future openings.

\* **Mailing/faxing/emailing** letters of interest to targeted employers.

\* **Get a group together to job search for each other**

- **Create balance** and spend the most time on the strategies that work for them.
- **Realize that this is more of a “people search”** than a job search –We already know the person, who knows the person who will help me get my next job!

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**The first secret to finding job opportunities** and eventually getting hired is to connect with the people who will help you find the job you want. This starts with a strong foundation – your “inner circle.”

**Here’s the second secret:** a successful job search is more like a marketing campaign than it is an actual search. The traditional picture of job seeking is that you look for open positions that have been posted somewhere and follow a formal application procedure to be considered for them. But if 74% to 85% of positions are never advertised, how effective can this be? And with thousands of job-seekers applying for only those positions that are advertised, the competition can be overwhelming.

While a portion of your job search may be devoted to locating posted position, the only way to beat the odds and the competition is to market yourself actively and locate positions before they are advertised.

Most Effective Job Search Approaches:

- 1. Networking and Referral-Building; 2. Contacting Potential Employers/recruiters; 3. Informational Interviewing; 4. Employing Recruiters and Agencies; 5. Searching Specialized Job Listings; 6. Internet Job Boards

Each of the top three approaches can produce:

- **Contacts.** An increased number of people in your network helping you seek out opportunities.
- **Referral.** Introductions to new people for your network or people with the power to hire you.
- **Leads.** Information about open positions or companies that might have opportunities for you.

## Networking Tools:

Use the power of your network to get at “hidden” jobs. Start with your “inner circle” and then expand out, gaining key referrals along the way.

### “How can I connect/find alumni or connections working in my field or company target?”

#### A FEW WAYS TO CONNECT WITH ALUMNI:

- (1) IHP’s LinkedIn alumni group – 1,700 members: [HERE](#)
- (2) LinkedIn “Find Alumni” tool – located under the “connections” tab in toolbar.
- (3) Facebook MGH IHP groups : [HERE](#)
- (4) Facebook Graph Search: explained on previous page
- (5) Could try to contact our alumni office to see if they have resources to connect with targeted alumni.

#### TWO TOOLS TO FIND CONNECTIONS:

- **FACEBOOK GRAPH SEARCH**

<http://jobsearch.about.com/od/facebookjobsearchgroups/qt/facebook-graph-search.htm> This is an article that talks about a Facebook search feature that allows you to search for Alumni, friends, and “friends” and “friends-of-friends” who work at a company of interest! Use the powerful search feature to see just how large your network is! Here are just a few search phrases you can use in your search bar on Facebook:

- people who attend mgh institute and are interested in Nursing
- people who attended mgh institute and are interested in Nursing
- People who went to mgh institute of health profesions and currently work at xxxx company
- Friends (or friends of my friends) who work at (company)
- Friends (or friends of my friends) who work at \_\_\_\_\_ (insert company name) and live in \_\_\_\_\_ (insert location)
- Friends (or friends of friends) who are \_\_\_\_\_ (insert job title)
- Friends (or friends of friends) who are recruiters
- people who work at (company) who live in (location)
- people who work at (company) who went to (school)
- Friends (or friends of my friends) who have worked at \_\_\_\_\_ (insert company name)

**\*\*\*\* Facebook Simple Search Tool:** Log into your Facebook account on google chrome, click - [this tool](#) (or copy/paste <http://www.intel-sw.com/blog/facebook-search/>) . **See Pic Below!!!!**

### Facebook Search

Posted on January 6, 2015 by shane — 30 Comments ↓

Before using this tool it is recommended that you change your language settings in Facebook to English (US) as we've been told some other language options do not support searching.

This is my Facebook search tool, please let me know what you think and share it on Social Media. This has been developed with inspiration and support from Balazs Paroczay. The ideas behind this tool are documented on Balazs blog.

NB. Your browser may need to be logged into Facebook for this to work. If there is a problem log into Facebook and try again.

**Find People on Facebook whose**

Education ▼ MGH Institute of Health Profi AND

Current Job ▼ Registered Nurse AND

## Networking Tools, Continued:

- **LINKEDIN GROUPS, ALUMNI, AND COMPANY CONNECTIONS**

<http://www.linkedin.com/groups?mostPopular=&gid=1466707>

IHP's official Student and Alumni Networking Group on LinkedIn. Puts you in contact with 1,700+ other IHP grads. Think of it as an alumni database, but even better because you can see their professional profiles!

- Once into the "members" tab (click the tab "members" or click the actual number), use the "search" box to hunt for relevant people according to where they are working. You can search on locations, job titles, people's names, and companies.
- Be sure to join your undergrad alumni group(s) and perform the same search!
- Under the "connections" tab in your main header, click the last option - "find alumni" to access an easy to use filter for finding relevant alumni in your location and company of interest.
- Use the main search bar up top to hunt for target companies of interest. Simply put the company name in the box and search. The company page on LinkedIn will reveal how you are connected in the upper right side of the screen!
- Join groups of people with common interests! You can use the main search bar to search for various nursing groups nationwide. Try "Nursing Network" as search phrase.
- Research profiles of professionals who do what you want to do at "target companies" to see the "kinds" of people that company liked to hire!

**\*\*\*LinkedIn Search Tool** – [Click Here](#) and see pic below:

**Search LinkedIn**

Posted on March 30, 2015 by shane — 6 Comments

**Find People on LinkedIn whose**

Location is  AND / OR

Current Job  AND/OR

Keyword Search:

**Search LinkedIn**

Testimonial from student 10/15/2014:

“Hi Russell,  
I hope all is well with you. I took your advice and reached out to several Facebook and LinkedIn friends with great results. A friend's aunt who is the V.P. of Operations at a XXXX clinic referred me to the Director who is looking for a full time RN to do dosing at the clinic. **The position isn't even listed publicly yet.** They called today and asked me to come in for an interview tomorrow afternoon. I'm very excited and glad I did what you said.”

Sincerely, Cara

## MGH IHP Job Boards

Jobs that are specifically posted for IHP students and graduates from local employers be sure to check out:

- <http://www.linkedin.com/groups?mostPopular=&gid=1466707>
  - This is our IHP Networking Group on LinkedIn. Once a member, enter the group page and click the “jobs” tab and then the “job discussions” link on the left hand side of the page to see all job postings sent in by employers around the country – looking specifically for IHP students/grads.
- <https://www.facebook.com/MghIhpJobNetwork>
  - MGH IHP Jobs Network Page on Facebook - "follow" or "like" the page to have job postings come into your homepage feed. Check the page regularly and “like” things once in a while or the update will disappear from your active “home page” feed.
- <https://www.facebook.com/groups/groupsatmgh/>
  - MGH IHP “Student Groups” page – from here join “**JOBS AND INTERNSHIPS**” groups for Jobs.
- <http://www.liquidcompass.com/institutions/mghihp>

AMAZING new site that captures “new grad” nurse and nurse practitioner jobs from across the internet. Click “Start Here” and choose your jobs location. Job Listings with “green diamonds” are identified as companies/jobs specifically looking for new grads. All other openings are identified as “new-grad-friendly” - all having the potential for considering new grads (0-3 years experience).

## Other Recommended Job Boards

- <http://www.rndeer.com/about-us/>

RNDeer has a comprehensive list of Nurse Residency Programs and “New Grad Friendly” Hospitals.
- [www.indeed.com](http://www.indeed.com)

THE search “aggregator” that will search thousands of websites on the web. This should be you’re “bread & Butter” for the job search. Try phrases like “entry level nurse” or “clinical nurse I” in the search box.

  - Be sure to try the “advanced search” filters like searching “with these words in the title.”

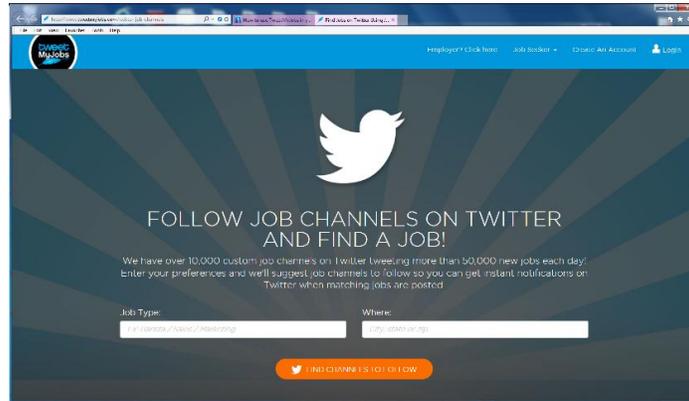
In the “With these words in the title” filter, try different strings to cut down on time, like:

    - RN or "registered nurse" or "new grad nurse" or nurse or "staff nurse"
    - RN or "registered nurse" or "new nurse" or "new grad nurse" or "nurse residency" or “entry-level nurse” or "clinical nurse I"
  - You can try the “With the exact phrase” box with something like “new graduate” or “new grad.”
- You can set up “email job alerts” so the new jobs based on your criteria are emailed to you each day!
- You can sort jobs by “salary range” which could help you zone in on entry-level/little to no experience positions. This filter on the left side of your screen once you conduct a search.
- Here is a good article on using indeed.com - <http://www.brazencareerist.com/blog/2014/07/30/10-hacks-using-indeed-com-job-search/>

## Other Recommended Job Boards, Continued...

### HOW TO USE TWEETMYJOBS IN YOUR CAREER SEARCH

- Go to <http://tweetmyjobs.com/quicksuscribe>



It's helpful to **think of TweetMyJobs as a TV**. Instead of choosing between basic or expanded cable, this screen is where you pick each individual channel you want to watch. On TMJ, these “channels” are really just Twitter accounts that tweet *specific types of jobs* that are being posted in a *specific area*: For example, **Nursing** jobs in the **Springfield, IL** area. Just pick a job type and a location, hit “follow” on the channel you want to get updates from, and you’re good to go.

- <https://boston.craigslist.org/search/jji>  
A really good job search resource for smaller clinics, outpatient locations, private practice - usually needing to fill positions quickly, and locally. Usually very easy to apply and often goes directly to a real person, rather than a computer.
  - Click the “search title” filter to hunt for relevant jobs – makes life much easier.
- [www.diversitynursing.com](http://www.diversitynursing.com) – Can set up email job alerts and can search by “title” and “state” – be sure to try “nurse I” or “new grad” as search criteria.
- <http://jobs.healthcaresource.com/> - healthcare recruiting and job search tool used by over 2,300 facilities nationwide. Search by job titles, keywords, and geography. Over 38,000 jobs listed!
- [Health e Careers Network](#) - big database of only health professions & medical jobs for RN, NP +.
- [Nursing Associations and Organizations](#) – database of various nursing and nurse practitioner associations
- [Massachusetts American Nurses Association](#) – good job board!
- [Massachusetts Coalition of Nurse Practitioners](#)
- [www.allnurses.com](http://www.allnurses.com) - Largest Nursing Network for Nurses and Nursing Students. Information on new grad programs, jobs, hospital lists and forums for peers offering job search advice. Good resume advice here - <http://allnurses.com/nursing-resume-help/2012-tips-perfecting-717056.html>

## Other Recommended Job Boards, Continued...

- <http://www.careerprofiles.info/nursing-careers.html>  
Look at the “Nursing Employers by State” section and choose your state. This will list all the nursing employers in the state and links to their WebPages. A great time saver!
- <http://www.mahospitalcareers.com/>  
Massachusetts Hospital Jobs Board
- <http://www.nursecredentialing.org/Magnet.aspx> - Directory for finding magnet nursing facilities
- <http://us.jobs/>  
Search State Jobs as well as local companies
- <https://www.usajobs.gov/>  
Search Federal Jobs

### **NP Specific Job Boards:**

- <http://www.teamhealth.com/> - one of the largest recruiting/outplacement firms for hiring NP’s and PA’s into local hospitals like Hallmark Health (Melrose-Wakefield and Lawrence memorial)
- <http://www.advancedpracticejobs.com/>
- <http://www.neprc.com/>
- <http://www.npjobs.com/>
- <http://paboard.com/job-location/massachusetts/>
- <http://www.npnow.com/> - nationwide NP placement firm.
- <http://www.nursepractitionerjobsearch.com/nurse-practitioner-job-search.html>

## RN and NP residency (fellowship) programs:

- <http://www.nurseresidencyprograms.com/>  
Search for Nurse Residency programs available to new grads throughout the United States, as well as a multitude of scholarships, fellowships, job listings, and relevant articles.
- <http://www.rndeer.com/> - Listing of new grad programs and jobs for nursing. Click on the area of the country, and the state.
- <http://www.vpul.upenn.edu/careerservices/nursing/nurseresidency.php>  
University of Penn’s directory of Nurse Residency programs by state.
- <http://www.versant.org/>  
The Versant® RN Residency is a comprehensive education and training system designed specifically to transition newly graduated registered nurses from students to safe, competent, and professional practitioners. New graduate nurses are considered to be those who have less than six months of nursing experience. Also for transitioning experienced RN’s to new clinical practice areas.
- **To see list:** <http://www.graduatenursingedu.org/nurse-practitioner-residency-programs/>
- **Be sure to “Google” the phrase “nurse practitioner residency programs” (or registered nurse residency programs) as there are a growing number of programs around the county. Be sure to mind the deadlines and application instructions!**

## Repay those Loans!!! See below for Job Opportunities that help pay loans:

- [Nursing Scholarships and Financial Aid](#) page, which contains an extensive list of over 350 nursing scholarships, grants, and loan repayment programs. In addition to being the largest nursing scholarship database out there, all of our scholarships are either nationwide or statewide instead of being specific to other schools!
- [National Health Service Corp Scholarship program](#)  
This scholarship is awarded to students pursuing primary health care professions training in NHSC-eligible disciplines in return for a commitment to provide health care to communities in need, upon graduation and the completion of training.
- [National Health Service Corp Loan Repayment program](#)  
This national program offers primary care medical, dental, and mental and behavioral health providers the opportunity to have their student loans repaid for serving communities in need.
- [Massachusetts Loan Repayment Program for Health Professionals](#)  
The State of Massachusetts offers educational loan repayment as an incentive for health professionals to practice in communities where significant shortages of health care providers and barriers to access have been identified.
- [CampusRN Massachusetts Nursing Scholarship](#)  
Apply to win one of six \$2500.00 scholarships.
- [Minority Nurse Scholarships](#)  
Use the Personalized Search Tool to match your background and qualifications to the best scholarships options for you.
- Apply to the U.S. Public Health Service Commissioned Corp if you qualify <http://www.usphs.gov/>
- Apply for loan repayment programs where you will be required to work in underserved areas <http://www.hrsa.gov/loanscholarships/repayment/nursing/>
- Contact the Indian Health Service for opportunities <http://www.ihs.gov/MedicalPrograms/Nursing/>

## Additional Resources/Articles:

- [www.glassdoor.com](http://www.glassdoor.com)  
Great resource for researching companies. See real company reviews from employees, see actual interview questions people were asked when they applied to positions there, and get real salary information.
- Good Article on How to find work when I have no Nursing Experience: <http://www.midlevelu.com/blog/how-i-found-job-nurse-practitioner-within-one-week-graduation>  
And another: <http://www.recruitingblogs.com/profiles/blogs/i-am-a-nurse-practitioner-for-gosh-sakes-hire-me-please>

### **For Resumes:**

- [http://www.professionalnurse.com/form\\_skills.php](http://www.professionalnurse.com/form_skills.php)  
Not sure how to describe your clinical placements and/or jobs on your resume? Here is a comprehensive skills list that may help you write the descriptions. Think about the populations you served, skills you learned and practiced, technology/software used, types of illnesses/cases you attended to. Additionally, think about the contribution you made. What evidence do you have to prove you were successful in this job/clinical placement?

Think about your "S.A.M." – what you SAVED (time/money), what you ACHIEVED (awards, goals met, praise), and what you MADE (as in something you actually created). Additionally, you can scroll through nurse resume

examples to get a sense of how others write their clinical descriptions – go to “google images” and type in “registered resume” or “nurse practitioner” and you can sort by entry level or new grad.

- Use action verb to begin sentences
  - Focus on the populations you treated and include some diagnosis
  - Be specific about treatments – use an example if it is unique
  - What did you learn, develop, or teach to patients and families
- Try using [www.jobscan.co/](http://www.jobscan.co/) – this compares your resume to job descriptions and helps you see what keywords/skills are missing from your resume.

## Tips for New Nurses Seeking Work

Taken from: <http://www.nurse-power.com/blog/>

New nurses must change their mind-set and their job finding strategies in order to move forward in their careers. While many of us come out of nursing school having been groomed primarily for traditional hospital positions, those jobs simply aren't plentiful right now, especially for new nurses. That doesn't mean it's impossible to get a hospital job. It does mean that you have to go beyond submitting applications online and sending out resumes by mail. It also means that many new nurses will need to explore other employment settings and non-traditional specialties. And since care is continuously shifting out of the hospital into alternate care settings, out-patient treatment centers, and the community, this is not necessarily a bad thing. Some experts predict that hospitals will eventually be just one big ICU where only the sickest patients go for treatment. So why not get on the bandwagon and explore other options beyond the hospital walls now?

### **Networking is well known to be the most effective way to find and get a job:**

- Get yourself a conservative business suit – preferably skirted for a women and a traditional suit for a man. Looking top notch will make you feel more confident and make the best possible impression. Have simple business cards made for yourself with your contact information on it. Carry them with you wherever you go. Start attending local chapter meetings of professional associations such as the Association of Nurses Executives (AONE), your state chapter of the American Nurses Association, and any specialty association that interests you (e.g. Emergency Nurses Association). Here's where you'll meet the department managers that you've been trying to get to. You can attend as a guest if you don't belong. When there's something you want to do, it makes sense to rub elbows with those already doing that thing.
- And since face to face networking is so effective, you should also be attending nursing career fairs, conferences and conventions when you can. It's important for you to stay visible and well connected. When meeting new people, use a full firm handshake, make direct eye contact and smile!
- Obtain business cards from those you meet and offer yours to them. Make follow-up phone calls when you get home and stay in touch with these folks. In other words, take the time to develop relationships. It's all about relationship building. You may not want to do this but it is essential.
- Do some informational interviewing (<http://www.dcardillo.com/articles/thescoop.html>) with nurses who work in specialties you might want to work in or that you want to learn more about.
- Start volunteering somewhere healthcare-related to get a foot in the door. You'll gain experience, make contacts, and have something to put on your resume. And volunteering often leads to paid employment.

- Send thank you notes to anyone who helps you, refers you, interviews you, or spends time on the phone with you. Enclose your business card. Many people ask for help but few take time to say thank you.

So if hospital jobs are scarce, where else can new nurses look? Consider some of the following options:

- **Out-patient hemodialysis with a private company (as opposed to hospital-owned)**
- **cancer care facilities; birthing centers; psychiatric facilities; pediatric rehab, long-term acute care (LTAC), adult rehab – both acute and long term, long-term care, sub-acute care, and home care; Other options include school and public health nursing, hospice and palliative care, and correctional health (prisons & juvenile detention centers) to name a few.**

If you are willing to relocate to obtain a hospital job, you'll find opportunities for new nurses more plentiful in parts of Texas, Arizona, Missouri, New Mexico, and some Midwest states. Use the advanced search feature at <http://www.indeed.com> and enter "new graduate" in the title box.

- Consider joining the military – even the reserves – as a way to launch your nursing career.
- Look for civilian jobs in hospitals and healthcare facilities on military bases.
- Apply to the U.S. Public Health Service Commissioned Corp if you qualify <http://www.usphs.gov/>
- Apply for loan repayment programs where you will be required to work in underserved areas <http://www.hrsa.gov/loanscholarships/repayment/nursing/>
- Contact the Indian Health Service for opportunities <http://www.ihs.gov/MedicalPrograms/Nursing/>
- Consider starting your own business. Some innovative new nurses who couldn't find employment started a sick-child daycare service!
- Remember – you need to look in new directions for employment but you also need to utilize new ways of finding and getting those jobs.

### **Tips for Your Online Job Applications:**

- Combine cover letter and resume into one Word document (2003 .doc is best) as some applications only let you upload ONE document. You ALWAYS want to include a personalized cover letter.
- "Upload" your resume, rather than "copy-paste."
- Be sure to treat each text box in the application as a "gate keeper." Fill everything in...do not type "see resume." Be mindful of red asterisks.
- Some applications come with "prescreening questions" – be sure you are applying for positions where you match their minimum qualifications or exceed them by a little. If you not meet even one of the prescreen questions – your application is likely to be rejected.
- Save your usernames and passwords – try to use one password that contains at least 8 characters, a capital letter, and a number.
- Be sure to include salary expectation if asked....very reasonable figure to get through the screening.
- Add an "inside referral" source if you can for the section that asks "how did you hear about the job."
- If there is an option to include "skills" or other kinds of content, maximize the space and use every character – these sections can be "searched" for keyword recognition.
- Be sure to save your work along the way - many online applications will "time out" after a while. Be sure to save before clicking to next screen.

- Call HR a few days after you submit to make sure it came through okay. Even better to get someone on “inside” to call for you to advocate for you!
- Time is of the essence....usually HR will look at applications in the order they come into the system. So earlier the better, to apply.
- If asked what schedule you are willing to work, be VERY flexible – suggest indicating you are open to ALL days and times.

## Tips for Internet Job Search

- Always research who may be in your network relative to a particular position or company! Utilize social media tools and your “inner circle” to reach “insiders” at your target companies!
- Apply directly on a company website instead of third-party sites like a recruiting firm or monster. Go to the SOURCE whenever possible.
- Bookmark company career pages (favorites) so you will know immediately when new jobs are posted. Time is of the essence; most companies look at resumes in order they are submitted.
- Set up email job alerts on sites like indeed.com, so new jobs are emailed to your inbox each day.
- Ask your career counselor for a “job application log” – to make it easy to track what jobs you have applied to and people whom you’ve met.
- Utilize “title-only” search filter in the “advanced search” and include the search keyword phrases “new grad nurse,” “new graduate,” “entry level nurse,” “nurse residency”, “BSN”, “clinical nurse” ...etc.
- Try applying to various-sized companies. Mid-sized and smaller companies tend to have a more “human” recruiting process and chances are higher that human beings review your applications.

## All Partners Hospitals Websites:

- |  |  |
|--|--|
| • <a href="#">Brigham and Women's Hospital</a>             | • <a href="#">Martha Eliot Health Center (Jamaica Plain)</a>                   |
| • <a href="#">Massachusetts General Hospital</a>           | • <a href="#">Mattapan Community Health Center</a>                             |
| • <a href="#">Brigham and Women's Faulkner Hospital</a>    | • <a href="#">Neponset Health Center (Dorchester)</a>                          |
| • <a href="#">Martha's Vineyard Hospital</a>               | • <a href="#">North End Community Health Center</a>                            |
| • <a href="#">McLean Hospital</a>                          | • <a href="#">Salem Family Health Center</a>                                   |
| • <a href="#">MGH Institute of Health Professions</a>      | • <a href="#">Peabody Family Health Center</a>                                 |
| • <a href="#">Nantucket Cottage Hospital</a>               | • <a href="#">South Boston Community Health Center</a>                         |
| • <a href="#">Neighborhood Health Plan</a>                 | • <a href="#">South End Community Health Center</a>                            |
| • <a href="#">Newton-Wellesley Hospital</a>                | • <a href="#">Upham's Corner Health Center</a>                                 |
| • <a href="#">North Shore Medical Center</a>               | • <a href="#">Whittier Street Health Center</a>                                |
| • <a href="#">Partners Community Healthcare, Inc.</a>      | • <a href="#">Asthma Center</a>  |
| • <a href="#">Partners HealthCare at Home</a>              | • <a href="#">Center for Connected Health</a>                                  |
| • <a href="#">Spaulding Rehabilitation Network</a>         | • <a href="#">Center for Personalized Genetic Medicine</a>                     |
| • <a href="#">BWH Brookside Community Health Center</a>    | • <a href="#">Online Specialty Consultations</a>                               |
| • <a href="#">BWH Southern Jamaica Plain Health Center</a> | • <a href="#">Research Ventures and Licensing</a>                              |
| • <a href="#">MGH Charlestown HealthCare Center</a>        | • <a href="#">Mongan Institute for Health Policy</a>                           |
| • <a href="#">MGH Chelsea HealthCare Center</a>            | • <a href="#">Telestroke Center</a>  |
| • <a href="#">MGH Revere HealthCare Center</a>             | • <a href="#">Partners Harvard Medical International</a>                       |
| • <a href="#">Boston Healthcare for the Homeless</a>       | • <a href="#">Partners International Medical Services</a>                      |
| • <a href="#">Codman Square Health Center</a>              | • <a href="#">Center for Integration of Medicine and Innovative Technology</a> |
| • <a href="#">Dorchester House Multi-Service Center</a>    | • <a href="#">Dana-Farber/Partners CancerCare</a>                              |
| • <a href="#">East Boston Neighborhood Health Center</a>   | • <a href="#">Harvard Clinical Research Institute</a>                          |
| • <a href="#">Geiger-Gibson Community Health Center</a>    | • <a href="#">Ragon Institute of MGH, MIT and Harvard</a>                      |
| • <a href="#">Lynn Community Health Center</a>             |  |

## Nothing's working!? Keep Reading... - Adapted from blog by Robert Hellmann

Here is a checklist of 10 questions to ask yourself first, before attributing a long search to factors beyond your control. Your answers will help to put you back in the driver's seat and on the road to the job you want.

**1. Are you positioning yourself effectively?** In your resume, LinkedIn profile, pitch, and emails, you should be focusing on your target audience's number-one question, "How can you help me?" This means dropping the jargon that is only relevant to your current or last job, and using the language of your next.

**2. Are you taking a "targeted" approach?** Trying to be all things to all people is a tempting strategy because this way you don't rule anything out. The problem with this approach, however, is that people are not going to take the time to figure out how you can help them. Or, they will put you in a place you don't want to be. Having a specific resume and pitch for each **job target** (that is, each combination of position/job description and industry/organization-type) is the way to go.

**3. Are you prioritizing your job targets, instead of going for "everything" at once?** As tempting as it is to take the kitchen-sink approach to your outreach, it really helps to prioritize and focus on one thing at a time, with some overlap. You want to be perceived as an "insider" in the industry or profession you are targeting; to do that you need to focus, build your network within your target, practice your pitch and learn more about your target as you go. Reaching out to multiple job targets at once makes attaining insider status in any one of these targets much harder to achieve.

**4. Are you going out and getting what you want, or just waiting for the ad to show up or the headhunter to call?** The most successful job hunters know how to build and leverage their network and contact "strangers" directly to get meetings. LinkedIn can be of great help with these two approaches. Don't just passively drift around in the currents hoping they'll take you to the island of your dreams. "Actively" seek out that island and then swim to it! That is, spend 80% of your time actively networking and contacting strangers directly who you want to meet, and just 20% on ads and recruiting firms.

**5. Are you being proactive at all stages of your job search?** Being proactive means you need to be following up, and keeping in touch, with people in your network or people with whom you've met. Don't let these contacts disappear into a black hole! Clients who know how to network often keep in touch with a simple "Hello and update" email. Remember, only 50% of successful networking is actually meeting people. The other 50% is keeping in touch to build real relationships.

A client illustrated the "proactive" approach by following up on an email to a hiring manager with roughly two dozen phone calls (note: he left only one or two messages). He finally got the person on the phone; they thanked him for being so persistent and gave him an interview!

**6. Are you communicating effectively?** Is your "message" getting lost because of poor delivery? Get feedback from someone on how you come across in all your communications channels – resumes, emails, phone-calls, cover letters, and in-person meetings and interviews.

**7. Are you meeting with both the right people, and enough of the right people?** At the Five O'Clock Club, we say that you must have six to 10 "things" (i.e. conversations) in the works with people who are in a position to hire you, because five of those six things will fall away through no fault of your own. Don't just hang all your hopes on that one position for which you are interviewing! Building up enough volume is key to success. Even if you are doing everything right, it's still a numbers game.

**8. Are you targeting enough positions?** If you have only 10 companies that you are going for, each with two positions that would be suitable for you (regardless of whether the position is open or filled), that means only 20 positions exist for your job target. It will thus take you forever to get a job because you have to wait for one of the 20 people to leave (or for a new job to be created). The Five O'Clock Club recommends as a rule of thumb to shoot for 200 positions that exist (i.e. open or filled) across all your job targets. Again, it's a numbers game.

**9. Are you spending at least 35 hours a week on your search if you are unemployed, and 15-plus if you are employed?** I tell unemployed clients to treat their job search like a full time job. Get to your desk at 9am and leave at 5pm. If you can only spend one hour a day on your job search, you are in for a long search.

One client told me "there are no jobs." I said well what did you do yesterday? He said, "oh, I spent an hour on my search, and then I had to take my kid to the doctor." "How about the day before that?" He said "We had family in town so I spent maybe one or two hours on my search." How about the one before that? "It was my wife's birthday so I really didn't get to do much..." He wasn't seriously looking!

**10. Are you having fun?** Take breaks from your search and do what you enjoy doing! If you're not taking care of yourself, it will come through in your interactions with potential employers. Spend at least a couple of hours a day doing something you enjoy. If you are unemployed and make your search your 9-to-5 "job" as I recommend, then when 5pm comes along, let it go. You've put in a good day's work. Tomorrow is another day.